



COMMISSION ON CORRECTIONAL PEACE OFFICER STANDARDS AND TRAINING

APPROVED

Curriculum Review Committee Meeting Tuesday, August 27, 2002 CPOST Headquarters

In Attendance:

Lt. Pietro DeSantis II, Committee Chairperson	Ms. Sally Morgan, YATC
Dr. Paul Bestolarides, Committee Member	Ms. Gretchen Jung, Hq CDC
Ms. Mary McElhannon, Committee Member	Ms. Elisa Gonzales, YATC
Ms. Merrie M. Wilson, CPOST (Recorder)	Mr. Michael J. Strother, YATC
Ms. Shirley Hanes, CDC Parole	Ms. Sherry West, CDC ODT
Mr. Michael Jaime, CDC Dept. Training Office	Ms. Linda Mobery, CDC-P&CSD
Ms. Paula French, CPOST	Mr. Michael Day, CDC ODT
Ms. Mary Wakefield, YATC	Ms. Alison Malloy, YATC
Mr. Leo Wafford, ODT/SDC	Mr. Gary Parks, YATC
Mr. Steve Islas, YATC	Mr. Ken MondMel, YATC

Committee Member(s) Absent:

Mr. Doug Peterson, Committee Member

I. Introductions

The Curriculum Review Committee meeting was held on Tuesday, August 27, 2002 at CPOST Headquarters, 3161 Dwight Road, Elk Grove, CA. The Committee Chairperson, Lt. DeSantis, and recorder, Merrie M. Wilson, were present. A quorum being present, the meeting was called to order at 10:15 a.m. Introductions followed.

II. Draft Minutes From Previous Meeting

Lt. DeSantis called for corrections to the minutes of Monday, August 1, 2002 meeting. After two minor corrections were made, Dr. Bestolarides moved, and it was seconded, that the minutes of the May 10, 2002 be approved as amended. A vote was taken; the motion carried.

III. Lesson Plan Reviews

CYA Supervisor's Training

❖ **CYA - Personnel Practices**

To meet CPOST Standard #4a(4), the designers need to include a placeholder for the revision date.

Dr. Bestolarides moved to recommend Provisional Approval of this lesson, the motion was seconded. A vote was taken; the motion carried.

❖ **CYA – Budgets**

To meet CPOST Standard #4f, the designers need to add instructor's notes to page 17 of the lesson plan.

Lt. DeSantis moved to recommend Provisional Approval for this lesson plan; motion was seconded. A vote was taken and the motion passed.

❖ **CYA – Equal Employment Opportunity**

Lt. DeSantis moved to recommend Full Approval for this lesson plan; motion was seconded. A vote was taken and the motion passed.

❖ **CYA – Planning and Organizational Skills**

To meet CPOST Standard #4c, the designers need to clearly state the criterion of acceptable performance; specify how well the learner must perform to be considered competent. Objective 1 does not align with two tasks.

Lt. DeSantis moved to recommend Provisional Approval for this lesson plan; motion was seconded. A vote was taken and the motion passed.

YABA Lesson Plans

❖ **Written Communication, Module II – Report Writing**

Lt. DeSantis moved to recommend Full Approval for this lesson plan; motion was seconded. A vote was taken and the motion passed.

CDC Supervisory

❖ **Emergency Operations, Interim Emergency Commander (Lieutenant's Academy Course)**

To meet CPOST Standard #3, the designers need to provide a Lieutenant's Academy layout/schedule for the file.

Lt. DeSantis moved to recommend Provisional Approval for this lesson plan; motion was seconded. A vote was taken and the motion passed.

BCOA Lesson Plans

❖ *Orientation to Health Care in the Correctional Environment*

This lesson plan was withdrawn by Dr. Bestolarides.

❖ *Staff Rights, Responsibilities, and Expectations*

This lesson plan has been tabled until the next meeting, Wednesday, September 18, 2002.

❖ *Firearms Familiarization*

This lesson plan has been tabled until the next meeting, Wednesday, September 18, 2002.

❖ *Supervision of Inmates III*

This lesson plan has been tabled until the next meeting, Wednesday, September 18, 2002.

IV. **FINAL COPIES**

YABA

The following lesson plans were withdrawn.

❖ *Female Offenders*

❖ *Introduction to Treatment*

Lt. DeSantis moved to recommend Full Approval for the following lesson plans; motion was seconded. A vote was taken and the motion passed.

❖ *Disciplinary Decision Making System (DDMS)*

❖ *Treatment Modalities: Module Three-Special Treatment Programs*

❖ *Emergency Response/Use of Force Simulation*

❖ *Fire Safety*

❖ *Health and Safety*

CDC Supervisory

To meet CPOST Standard #3, the designers need to provide a course schedule to be put on file for the following lesson plans.

❖ *Ethics and Values (Basic Supervision)*

❖ *Escape Prevention (Lieutenant's Academy Version)*

Lt. DeSantis moved to recommend that these lesson plans remain at Provisional Approval; motion was seconded. A vote was taken and the motion passed.

BCOA

❖ **Report Writing I**

Lt. DeSantis moved to recommend Full Approval for this lesson plan; motion was seconded. A vote was taken and the motion passed.

V. New Business

The next regularly scheduled Curriculum Review Committee meetings for the remainder of 2002 are rescheduled as follows:

Friday, September 20, 2002 meeting is rescheduled for Wednesday, September 18, 2002; lesson plan submission deadline is 1:00 p.m., Wednesday, September 4, 2002.

Friday, October 18, 2002 meeting is rescheduled for Wednesday, October 16, 2002; lesson plan submission deadline is 1:00 p.m., Monday, September 30, 2002.

A **SPECIAL** meeting of the Curriculum Review Committee has been **tentatively** scheduled for Wednesday, October 23, 2002; lesson plan submission deadline is 1:00 p.m., Monday, October 7, 2002.

Friday, November 8, 2002 meeting is rescheduled for Wednesday, November 6, 2002; lesson plan submission deadline is 1:00 p.m., Monday, October 21, 2002.

Friday, December 13, 2002 meeting is rescheduled for Wednesday, December 11, 2002; lesson plan submission deadline is 1:00 p.m., Monday, November 25, 2002.

VII. Adjournment

There being no further business or discussion the meeting was adjourned at 11:20 a.m.

/s/
Merrie M. Wilson
Office Technician, CPOST
Recorder